



STUDENT HANDBOOK WATERTOWN CAMPUS

MISSION STATEMENT

Mount Marty College, an academic community in the Catholic, Benedictine liberal arts tradition, prepares students for a contemporary world of work, service to the human community, and personal growth.



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EMERGENCY NUMBERS

- Police Emergency..... 911**
- Routine Business 882-6210
- Fire Department Emergency..... 911**
- Routine Business 882-5030
- Ambulance Emergency..... 911**
- Routine Business..... 882-5040**

CLINICS

- Brown Clinic 886-8041/8482
- Sanford Clinic & Health Services 886-8600

OTHER RESOURCES

- Prairie Lakes Healthcare System 882-7800
- Rape & Abuse Hotline 886-4300
- Child Abuse Hotline 886-4300
- Watertown Resource Center 886-4300
- Human Services Agency..... 886-0123
- Alcohol & Drug Prevention 886-0123
- Lake Region Mental Health 886-0123

GENERAL DIRECTORY

Mount Marty College – Watertown

- Address 3100 9th Avenue SW, Suite 200
- PO Box 1385, Watertown, SD 57201
- Bookstore..... 886-6777
- E-mail: watertown@mtmc.edu
- Office..... 886-6777
- Office FAX 668-1618

Mount Marty College – Yankton Offices (605)

- Academic Dean..... 668-1584*
- Admissions 668-1545*
- Career Planning & Placement 668-1363*
- Counseling 668-1518*
- Financial Assistance 668-1589*
- Pages Bookstore 668-1540*
- Registrar 668-1298*

*Yankton offices may also be reached by calling
855-MtMarty (686-2789)

WATERTOWN STAFF

- Dr. Calvin Krogman, Director
- Cassandra Johnson, Assistant Director
- Dr. James Simmons, Associate Professor
- Stephanie Kinnander, Enrollment Counselor
- Carole Lantgen, Office Manager

ACADEMIC CALENDAR

FALL 2016

- August 29 - First Day of Classes
- September 2 - Last Day for Adding Classes
- September 5 - Labor Day, No School
- October 10- Native American/Columbus Day, No Class
- October 17-21 - Midterm Week
- October 28- Last Day to Change a Class to pass/Fail
- Last Day to Withdraw from a Class
- Last Day to Withdraw with a Grade of “W”
- November 11- Veteran’s Day, No Classes
- November 23-25 Thanksgiving Break
- December 12-16 - Final Examinations
- December 17 -Fall Commencement (Yankton)
- December 19- Grades Due to Registrar

SPRING 2017

- January 17 - First Day of Classes
- January 20 -Last Day for Adding Classes
- February 20 -President’s Day, No Classes
- March 6-10 - Spring Break
- March 13 - 17 - Midterm Week
- March 27- Last Day to Change a Class to Pass/Fail
- Last Day to Withdraw from a Class
- Last Day to Withdraw with a Grade of W
- April 13 - 17 - Easter Vacation
- May 8-11 - Final Examinations
- May 6- Commencement (Watertown)
- May 15 -Grades due to Registrar
- Note: Student, staff and faculty directory information may be obtained by using the directory feature on www.mtmc.edu.

MOUNT MARTY COLLEGE
STUDENT HANDBOOK
2016-2017

The Mount Marty College Student Handbook contains information regarding activities, services, rules, regulation, procedures, and policies. Additional information is available in the college catalog. If there are any discrepancies between the college catalog and student handbook regarding academic policies, the college catalog and/or the most recent educational policy will take precedence. If discrepancies occur in student life policies, the student handbook will take precedence. The most current policies can be found at mtmc.edu. Further questions regarding campus life should be directed to the Office for Student Affairs.

Mount Marty College reserves the right to revise or change policies, fees, schedules, and other regulations affecting students whenever considered necessary.

Notice of Non-Discrimination: Mount Marty College welcomes students of all faiths and promotes a policy of non-discrimination in all programs and employment with respect to sex, race, age, color, national origin, religious preference and disabilities.

Notice of Title IX: In accordance with Title IX of the Education Amendments of 1972, Mount Marty College prohibits discrimination on the basis of sex in all academic and extracurricular programs and activities, including intercollegiate athletic activities. Title IX protects all people, regardless of gender or gender identity, from sexual harassment and sexual violence (including sexual misconduct and sexual assault), which are forms of sex discrimination. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

The College has designated the Compliance Officer as the Title IX Coordinator to oversee the implementation of Title IX, including the responsibility of reviewing Title IX complaints. Inquiries concerning the application of Title IX to College programs and activities may be referred to the following Title IX Coordinator.

Title IX Coordinator – Sarah Carda

Roncalli 210 – 605-668-1541

Please check the Mount Marty College website at www.mtmc.edu for the most current information. The content on the College website supersedes all print documents and will serve as the essential resource for current information about policies, procedures and resources.

Student Grievance Policy. Please refer to mtmc.edu for the most current and up to date policy

A complaint may be filed directly with the OCR against an institution. A potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. A complainant is not required by law to use the institutional grievance procedure before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after the last act of the institutional grievance process.

For more information about filing a complaint directly with the OCR, visit the U.S. Department of Education's website: <http://www2.ed.gov/about/offices/list/ocr/know.html>.

TITLE IX FREQUENTLY ASKED QUESTIONS

1. *What actions are prohibited by Title IX?*

Title IX prohibits sex discrimination in all programs and activities, including academic programs, extracurricular programs, and intercollegiate activities.

2. *Who is protected by Title IX?*

Title IX protects all persons, including students, faculty, staff, and non-employee third parties, regardless of gender or gender identity.

3. *What is Sex Discrimination?*

Sex Discrimination is discrimination on the basis of gender. It includes sexual harassment, sexual violence (including rape and sexual assault), stalking, domestic violence, dating violence, and any other gender-based discrimination.

4. *Who is MMC's Title IX Coordinator?*

Sarah Carda, MMC's Vice President and Dean for Student Affairs, is MMC's Title IX Coordinator. She can be reached at 605-668-1491. Her office is in Roncalli Center, Room 210B. Her email is scarda@mtmc.edu.

5. *How do I report Sex Discrimination involving either myself or another person?*

You should report any sexual misconduct or discrimination to Sarah Carda, Mount Marty's Title IX Coordinator. Mount Marty's Title IX Coordinator will immediately investigate the allegations, including, in most cases, interviewing the accused party. The Title IX Coordinator will also assist the complaining party with appropriate interim measures or other accommodations that are reasonably available to protect the safety and well-being of the complaining party, potential witnesses to the misconduct, and the campus community. The Title IX Coordinator can also make counseling available to the complaining party and can assist the complaining party in filing a criminal complaint if the complaining party elects to do so.

6. *Can I make a confidential report of sex discrimination?*

No, unless the report is made to a religious or professional counselor. If you wish to confidentially discuss an incident involving yourself or a third party, you should contact MMC Campus Chaplain Father Valerian Odermann, (phone 605-668-1386; Office - "The Raven" in Roncalli; valerian.odermann@mtmc.edu), MMC career counselor Tracy Taylor (phone (605) 668-1363; Office - Scholastica Learning Center #105; Tracy.Taylor@mtmc.edu), or MMC counselor Alexa Gauer, (phone (605) 668-1518; Office – Roncalli 216) the River City Domestic Violence Crisis Line (605-665-1488), or another professional counselor. All other Mount Marty faculty and staff are required to report any allegations of sex discrimination to the Title IX Coordinator who is then required to investigate those allegations. During the investigation, MMC will protect the privacy of all individuals involved in a report of sex discrimination in a manner consistent with its need to investigate the allegations. For more information, please refer to MMC's Title IX Policy on "Privacy and Confidentiality."

7. *Am I protected if I make a report of sex discrimination?*

Yes. Any individual who brings a claim involving sex discrimination in good faith, even if it is later determined to be erroneous, will not be subject to discipline. Additionally, MMC strictly prohibits retaliation against any person reporting sex discrimination as well as any person participating in the investigation process. Any member of the MMC community who attempts to interfere with, restrain, coerce, discriminate against, or harass any individual responsibly pursuing a complaint or participating in a complaint investigation will be subject to prompt and appropriate disciplinary action. Any retaliatory conduct should be reported immediately to the Title IX Coordinator.

8. *Does MMC have to investigate a complaint even if the person allegedly injured refuses to cooperate with the investigation?*

Yes, MMC must still investigate a complaint even if the party who suffered the discrimination refuses to cooperate with the investigation. If the person who is alleged to have suffered discrimination requests that MMC keep his or her name confidential, refuses to cooperate with the investigation, or asks that MMC not investigate the matter, the Title IX Coordinator will balance that request against the college's obligation to provide a safe and non-discriminatory environment for all students, faculty, and staff. If the party who is alleged to have suffered discrimination refuses to cooperate, that may limit MMC's ability to sanction the accused party or take other measures.

9. *What rights does the accused party have?*

The accused party is entitled to be notified of the allegations and to have a full and fair opportunity to defend those allegations. The accused party is entitled to equal and fair treatment from MMC during the investigation and adjudication process.

10. *Can a complaining party or accused party have a support person participate in the investigation process?*

Both the complaining party and the accused party may have a support person -- i.e., a family member, trusted adult, friend, or attorney -- available during the investigation and adjudication process. The role of the support person is not to directly participate in the investigation or adjudication process, but instead to provide support for the parties involved.

11. *What are the potential consequences for individuals who violate Title IX?*

MMC takes its obligations under Title IX seriously. Students found to violate Title IX will be subject to disciplinary action, including potential expulsion. Faculty and staff found to violate Title IX will also be subject to disciplinary action, including possible employment termination. Guests and other third parties who are found to violate Title IX are subject to corrective action, which may include removal from campus and termination of contractual obligations.

12. *What resources are available to victims of sex discrimination, including sexual violence?*

There are many community resources available to victims of sexual violence, stalking, dating violence, and other conduct that may violate Title IX. Victims are encouraged to report crimes to the Yankton Police Department by dialing 911 or 605-668-5210. MMC campus safety may be reached by dialing 661-9883. Victims may also seek assistance from any of the following agencies: Avera Sacred Heart Emergency Room (605-668-8100); Lewis and Clark Behavioral Health Service Crisis Line (605-665-4606); Yankton 24 Hour Domestic Violence Crisis Line (605-665-1488); or the MMC Counseling Office (605-668-1518). Watertown students may contact the Watertown Police Department by dialing 911 or 605-882-6210. Victims may also seek assistance from any of the following agencies: Beacon Center 605-886-4300; Watertown Area 24 Hour Domestic Violence Crisis Line 1-800-660-8014; Prairie Lakes Hospital & Emergency Room 605-882-7000. The Title IX Coordinator will assist victims of sex discrimination in contacting any of the above agencies.

ACADEMIC INFORMATION Please refer to the current school catalog for all academic policies and procedures.

GENERAL INFORMATION POLICIES/PROCEDURES

AIDS STATEMENT

In response to the national concern regarding the epidemic of infection with HIV which causes AIDS, Mount Marty College reiterates its stance regarding the sanctity of life. In addition, Mount Marty College prohibits discrimination against any individual for reasons of race, color, creed, national and ethnic origin, handicap or sex. Mount Marty College is committed to providing ongoing educational programs for all our constituencies regarding prominent health and wellness concerns such as AIDS, drug and alcohol use and other topics.

CAMPUS SAFETY

Annual Security Reporting

The security report reflects the number of reported incidents of specific crimes on the campus of Mount Marty College as defined by the Uniform Crime Report required by the Student Right to Know Act. This report is updated annually and available to students and employees on-line through the IT Website. Prospective students and employees are informed of the availability of the report and are given a summary of its contents upon request. The report includes the number of reported occurrences on campus of murder, sexual assault, burglary, and auto theft. The report also includes the number of arrests made annually for liquor law violations, drug law violations, and weapons possession.

Bomb Threat Procedures

Any bomb threat should be reported immediately by calling local law enforcement by dialing 911, and Watertown Staff at 886-6777. Watertown Staff will a) call the police and b) inform the President and Academic Dean who will direct an evacuation and a search of facilities. Students and employees should move to a safe area beyond the main student parking lot. An announcement will be made when students and employees may enter the building. Announcements regarding classes will be made as soon as it is possible through the Campus Alert Notification (CAN) system.

CHANGE OF ADDRESS

Any change of name, either through court action or marriage, or address change is to be reported to the Registrar's Office.

COMPLAINT POLICY

The Division of Student Affairs will address and systematically process student complaints that it receives in a timely manner. In addition, the Student Code of Conduct states that each Mount Marty College student has the right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the College academic community.

If a student has a complaint, the recommended general strategy is for that student to first contact the Office of Student Affairs or the Director at the corresponding MMC location with the issue at hand, unless there are good reasons for not doing so, such as a desire to maintain anonymity with the Department. A complaint form is available by stopping by the Office of Student Affairs, at www.mtmc.edu/student or it can be emailed upon request.

If, for any reason, a student does not want to personally or directly contact a staff member to discuss a complaint, they may contact the person in the next highest level of authority, which would commonly be the supervisor (Associate Dean, Dean, or Vice President). The student can request an appointment to meet with the supervisor and/or send a signed written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise.

Advice to Students – Steps to Submitting a Formal Written Signed Complaint:

1. First try to resolve your complaint informally by talking with a staff member in the department

most directly connected with your complaint. The staff member may request that you provide additional documentation if necessary, or schedule an appointment to address your concern.

2. If you want to submit a formal written signed complaint, please do so with the next highest level of authority. If you are not sure who the appropriate person is, simply ask any staff member for assistance. The written signed complaint must include the following information:
 - a) The actual complaint (be as specific as possible) and
 - b) The specific outcome you are seeking.
3. The Dean of Students or designee will address the complaint with the individual in a timely basis and to the best of his/her ability. Appropriate actions and steps will be taken; if necessary, to resolve the issue for the good of the complainant and the department with the goal of service improvement.
4. If the problem remains unresolved, the Dean or staff member may refer the student to the Vice President or his/her designee.

General Information for Addressing Student Complaint from other areas:

All students are taken seriously at the overall Division of Student Affairs. Students are encouraged to attempt to resolve complaints by visiting the following areas to directly resolve their concerns with the appropriate staff members:

- Issues related to services to students in Watertown: Contact the Director of Watertown location.
- Issues related to academic transcripts, transfer credits: Contact the Registrar.

DISABILITY SERVICES

Mount Marty College takes great pride in the academic achievements of its students and is committed to ensuring equal learning opportunities for all students. Students with disabilities may request reasonable and appropriate accommodations through Disability Services. The Disability Services office, housed in the Student Counseling Center, seeks to provide students with equal access to their Mount Marty College education in accordance with the College's procedures, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. All new construction will meet ADA standards in the interest of accessibility, while renovations will be made to older buildings when reasonable. Services for other accommodations are offered to students with qualifying and documented learning, physical and psychological disabilities.

Newly enrolled students, as well as students recently diagnosed, should contact the Disability Services office as early as possible to request accommodations. The Disability Services Coordinator will assist the student with the registration process, including obtaining proper documentation if not already submitted and determining specific accommodations to be requested.

Students will be required to complete the registration form, and, if necessary, a release of information for the office to request disability verification; this verification is provided by an appropriate practitioner or institution, depending on the nature of the disability (e.g., IEP/504, physician letter, psychological/psycho educational evaluation, etc.). An accommodation request form may be completed at this time or after the appropriate documentation is received by the office for further clarification of beneficial and practitioner-recommended accommodations. When the relevant documentation is received, and specific accommodations have been requested by the student, the Disability Services Coordinator makes the determination as to whether the accommodations are reasonable and appropriate in terms of the disability's impact on learning and the nature of college-level expectations. The approved accommodations will be stated in the Accommodations Memo issued to the student, signed by the appropriate people, and returned to the Disability Services office. Each semester, a new memo must be obtained and presented to instructors to secure accommodations for that semester.

Student Disability Grievance/Appeal Procedure

Mount Marty students have the right to file a grievance when they believe they are a qualified individual with a disability and have been adversely affected by an improper application of College policy.

When a student believes they have been subjected to prohibited discriminatory treatment in the context of the College's compliance with the Americans with Disabilities Act of 1990, they are initially encouraged to work with MMC personnel to resolve the matter informally. If the parties involved cannot agree on an equitable resolution, the following procedure should be followed:

1. The student may file a written complaint with the Dean for Student Affairs. If the Dean is of the reasonable opinion that the matter of the complaint falls within the functional review area of another office or department of the College, the complaint will be referred for inquiry and resolution.
2. The Dean/Officer hearing the grievance will conduct an inquiry into the matter, with the discretion to appoint an individual(s) to review the matter as he/she determines is appropriate. The Dean/Officer will establish a schedule and procedure of inquiry, and after gathering all relevant information, make a final decision. This decision will be communicated in writing to the student, and will conclude the matter. Any recommended corrective action will be implemented.
3. All parties should seek to act promptly in resolving disagreements and grievances involving disabilities. Each phase of the process should be completed within 10 days, with the understanding that particular matters may take longer for a variety of reasons.

FIRE EXITS

Appropriate fire exits for each classroom are posted above the classroom door at the RAI Publishing Building location in Watertown.

IDENTIFICATION CARDS

Students may obtain a student ID card at the College Office. Students are required to carry their ID card and present it to college officials upon request. The cost of a replacement card is \$10.

IMMUNIZATION POLICY

Mount Marty College requires all students to complete the Immunization Health Questionnaire prior to the first day of classes. Forms are available in the Mount Marty College office. Students who do not provide immunization documentation may be subject to exclusion from class if it is determined that there is a contagious disease outbreak. If an individual can neither prove current immunity nor submit to vaccination, they will be subject to exclusion orders as recommended by the South Dakota Department of Health. In these cases, Mount Marty College will make reasonable efforts to accommodate the exclusion order, but accommodations may not be possible in all cases. Mount Marty College, in cooperation with the South Dakota Department of Health, will respond to public health emergencies caused by the outbreak of contagious diseases. If you have further questions, please call the Health Services Director, at 668-1587.

WEATHER CANCELLATION

Mount Marty College avoids cancellation of classes due to weather. Students who must travel a distance should use good judgment as to whether or not they should attend classes in questionable weather conditions. If conditions warrant canceling classes, listen to 96.9 KDLO, 96.1 KIXX, 950 am KWAT, KS93, 92.9fm or 1480am KSDR, 99.1 KXLG Cancellation information is also available at www.keloland.com on the Close Line link. Information will also be released through the Campus Alert Notification (CAN) system.

LOST AND FOUND

Lost and found articles may be turned in and picked up at the Mount Marty College office.

OFF-CAMPUS STUDENT ACTIVITIES

All students are responsible for their own behavior and personal safety while engaged in off-campus activities. Students are requested to report any criminal activity that occurs off-campus to the local police

and to the Director of the Watertown location. Any student engaged in criminal activity or activity which is contrary to the student conduct policies of the College as stated in the Student Handbook, may be subject to college discipline.

PARENTAL NOTIFICATION

Mount Marty College recognizes that the student is legally responsible for his/her own education. The college also recognizes the concern of parents for the welfare of their sons and daughters. The college reserves the right to communicate with parent(s)/guardian(s), or someone acting in the absence of either, of students who are (1) younger than 18, or (2) financially dependent on his/her parent(s)/guardian(s) as defined by the federal government for income tax purposes, regarding such matters as the following:

- Discontinuation or extended absence from college and/or classes.
- Medical treatment or psychiatric examination in emergency situations or to maintain one's status as a student.
- Misconduct which is of such a nature that the student is in danger of temporary suspension, suspension or dismissal.
- Information about business and financial matters.
- Grades, academic progress reports and other academic information.

Mount Marty College does not assume a duty or responsibility to notify the parent(s)/guardian(s) or anyone acting in the absence of either, of the student in regard to the above or other matters.

PARKING

Parking at the RAI Publishing Building location is free and open to staff, faculty, and students. In general, students are encouraged to park in the rear of the building. All are requested to leave space in the front of the building for visitors.

PHYSICAL, MENTAL AND EMOTIONAL WELL-BEING

Physical, mental and emotional well-being is an essential component of educational development. Therefore, a student may be requested by the college to submit evidence of health as determined by a physician or qualified professional anytime during the course of his/her education. This evidence should be submitted to the Dean for Student Affairs or his/her designee.

A student who is reasonably believed to be an immediate threat to the safety of himself/herself or others may be requested to obtain immediate professional assistance and/or to withdraw.

With such matters the college also reserves the right to consult with parents, relatives or significant others. The college catalog, student handbook and other printed information containing college policies, procedures, student regulations, conduct standards and disciplinary action are available to students through the Watertown College office.

STUDENT CONDUCT REGULATIONS DISCIPLINARY PROCEDURES

Mount Marty College has the right and responsibility to protect its educational purpose through establishing and maintaining standards and regulations considered essential to its purpose.

It is the responsibility of each student to become familiar with the regulations stated in the college Catalog, Student Handbook and printed material. Unfamiliarity with college regulations is not reason for excusing violations. Attendance at Mount Marty College is not an unqualified right but brings with it responsibility for certain standards of conduct and academic performance. These responsibilities are in addition to those imposed by civil and criminal law.

Responsibility for good conduct rests with students as individuals.

Independent Student Expectation

Mount Marty College treats adult student (i.e. all students age 18 and older) as adults. Mount Marty College expects adult students to be able to live independently during their college experience subject to the academic and physical accommodations required by law. This includes having the judgment to make sound decisions about daily life activities, having adult interactions with others, and the ability to complete required work with reasonable accommodations.

GENERAL STUDENT CONDUCT REGULATIONS

A student who commits, attempts to commit, incites or aids others in committing any of the following acts of personal misconduct shall be subject to disciplinary action as determined by the college. The following is not all-inclusive since it is not possible to list all potential violations.

- Conduct off campus which adversely and/or poorly affects the college or its image.
- Intentionally, negligently, or recklessly initiating or causing to be initiated, any false report, warning, or threat of fire, explosion or other emergency.
- Unwarranted damage, neglect, destruction, defacing, or attempt to do the same, of college, or private property.
- Unauthorized taking, embezzling, misappropriation, possession or attempt to do the same, of property owned or maintained by the college, by any person on the campus or by a student.
- Unauthorized and/or inappropriate use of computers.
- Intentionally harassing any person in such a way as to interfere with someone's personal or academic pursuits; creating a hostile environment; and/or demeaning or degrading one's character. (Example: racial, sexual, ethnic, religious, etc.)
- Use, possession or manufacture of fireworks, explosives, or any substances or device designed to injure others, damage property or interfere with College activities.
- Intentionally and substantially interfering with others' freedom of expression.
- Illegal use, possession or distribution of controlled substances on campus.
- Involvement in an alcohol related incident.
Being in the presence of alcoholic beverages/containers, in possession of alcoholic beverages/containers or consumption of alcoholic beverages on college property or at college sponsored activities unless special arrangements have been approved by the college President. Refer to the alcohol policy for further information.
- Knowingly furnishing false, incomplete, or misleading information to college officials, on official records, or altering such records. Committing forgery and the unauthorized use of signatures.
- Refusal of any person while on college property or while attending the college sponsored activity to comply with an order from authorized official (s) and/or to leave the premises. A student must identify himself/herself by name and local street address and show proper identification when requested by the authorized official. The official should identify himself/herself and indicate the reason for the request.
- Failing to comply with the disciplinary sanction issued. The student may be subjected to further disciplinary action.
- Unauthorized possession, duplication or use of college keys.
- Intentionally obstructing or denying access to college service, facilities, activities or interfering with or failing to comply with emergency evacuation procedures.
- Trespassing or unauthorized entry into any building, room, space or facility.
- Noisy or disruptive behavior which interferes with the personal or academic pursuits of others.
- Knowingly, freely or negligently allowing violations to college rules and regulations to take place.

- Improperly disposing of trash or littering the residence halls, on campus or at college sponsored activities.
- Academic dishonesty – refer to section on academic honesty dishonesty in the Catalog.
- No student may use, or threaten to use, physical force to harm any member of the community or visitor to the college. Acts of violence or harassment – whether by physical, verbal, or written means – which reflect hatred based on race, gender, sexual orientation, religion, physical impairment and ethnic or cultural origins are particularly reprehensible.
- Involvement in an incident related to abuse, assault, assault and injury, harassment or hazing: the following actions or behaviors committed against a student, employee or visitor are:
 1. **Abuse.** An unwarranted verbal or written exchange including profane, insulting or offensive language or behavior toward another person.
 2. **Assault.** Conduct which threatens someone or endangers the health or safety of another person.
 3. **Assault and Injury.** An act intended to cause, and which does cause injury to another person.
 4. **Harassment or Hazing.** An act which intimidates, annoys, alarms, embarrasses, ridicules or causes psychological or physical discomfort.
 5. **Sexual Harassment.** An attempt to force a person into a sexual relationship, or subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands. Additional information regarding sexual harassment is available in this handbook and through the Director of Counseling Services.
 6. **Sexual Assault.** Refer to the section of the Student Handbook regarding sexual misconduct.
- Obscene conduct. Any indecent exposure or action of an obscene, lewd or indecent nature.
- Tampering with fire safety equipment, setting or causing to be set, unauthorized fires at college owned or leased property, calling or setting off false fire alarms and using potentially hazardous flammable materials.
- Violation of any city, state or federal law that adversely and/or poorly affects the college or its image, or that impacts the student's ability to pursue educational opportunities.
- Violation of published or otherwise existing college rules, regulations or policies.
- Unauthorized use of information during examinations, plagiarism, furnishing false academic information, alteration or misuse of college documents, records and identification card.
- Falsely obtaining, distributing, using or receiving test materials.
- Engaging in any conduct which is intended to give one's self or another an unfair advantage or benefit regarding an academic matter.
- No pets are allowed in or on college property with the exception of animals listed as aides (i.e. Seeing Eye dogs).
- Possession of keys to an institution building by an unauthorized person is strictly forbidden. Duplication of keys issued to a student is prohibited.
- Situations other than those mentioned above may warrant disciplinary action.
- Abuse of the Judicial System, including but not limited to:
 1. Failure to obey the summons of a judicial body or college official.
 2. Falsification, distortion or misrepresentation of information before a judicial body.
 3. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after judicial proceeding.
 4. Failure to comply with the sanction(s) imposed.

Students violating local, state and/or federal law may be referred to law enforcement officials. The college may proceed with disciplinary procedures and action regardless of any criminal, civil or administrative action which may be pending outside the college community.

STUDENT DISCIPLINE POLICY

By committing an act of misconduct, a student or organization may be subject to disciplinary action, including expulsion, by the college. When a student violates civil or criminal laws off campus, he/she may incur penalties as determined by civil authorities. Institutional action shall not be used to duplicate functions of general law. However, when a violation of the law also adversely affects the orderly operation of the college or reflects poorly on Mount Marty College, the college may enforce its own regulations regardless of any civil or criminal proceedings or dispositions. The college will normally not defer its proceedings while civil or criminal proceedings are in process. In addition, the college will not necessarily accept or be bound by the findings of civil or criminal proceedings.

Students who are apprehended and charged by law enforcement agencies with criminal conduct on or off campus are required to keep the Dean for Student Affairs or his/her designee(s) informed of their status.

Withdrawal of a student from Mount Marty College does not suspend, terminate or otherwise affect the prerogative of the college to at any time initiate, resume or continue any disciplinary action or proceedings against a student for actions or events which occurred prior to the withdrawal.

Authority

Ultimate authority in matters of student conduct, as for all College matters, resides with the President of Mount Marty College as delegated by the Board of Trustees. The student disciplinary procedures are administered by the Director of the Watertown location. The disciplinary procedures include both an informal process, and a formal process.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS HANDBOOK, Mount Marty College reserves the right to take immediate student disciplinary action when there is reason and/or concern for: the health or safety of a member of the college community, the safety of the college property and/or the disruption of the orderly process of the college.

This includes the right to suspend or request the withdrawal of a student at any time, with or without specific charges or hearing. This authority is subject only to the student right to request the President of the college to review the misconduct disciplinary matter. The administrative authority may require the student to leave the college property immediately. If the student returns to campus or a college activity without written permission of the Director of the Watertown location, the student shall be subject to further disciplinary action and may be treated as a trespasser.

Informal Process

Upon receipt of a complaint or upon knowledge of minor student disciplinary infractions, the Director of the Watertown location, in consultation with the Dean of Student Affairs, may attempt to resolve the matter through either the Administrative Conference Process or a Mediation process. The Administrative Conference process provides prompt, private and fair resolution of matters which are not handled more effectively through a formal, 'on-the-record' process. A variety of administrators, including college staff, are empowered to conduct Administrative Conferences. The Administrative Conference is not an evidentiary hearing and is conducted by a single administrator. Students may contact the college office for more information regarding this process.

Additionally, in the case of situations involving disputes that do not rise to the level of disciplinary situations, students may negotiate mutually satisfactory outcomes through the use of the mediation process. The Mediation process is private and voluntary. The process is also non-adversarial. Rather, it involves mediator-facilitated negotiation focused on solving problems, not assigning blame. This allows and encourages parties to design productive and mutually satisfactory outcomes. Additional information is available in the college office.

Neither Mount Marty College nor the student is required to attempt to resolve any dispute or disciplinary charge through an informal process prior to initiating the Formal Process discussed below.

Formal Process

Members of the college community, students and employees, have the right and responsibility to initiate disciplinary proceedings concerning an alleged violation of college regulations, rules, policies and/or conduct regulations. The complaint must be made in writing and submitted to the Director of the Watertown location or his/her designee. Upon investigation the Dean for Student Affairs or his/her designee will decide whether a formal charge will be brought against the accused student.

Written or oral statements regarding the alleged offense and/or recommendations for sanctions may be submitted in advance or in person at the hearing. Statements may be made by students or by any other member of the college community having relevant information about the circumstances or seriousness of the alleged offense.

If a formal charge is brought, the proceeding will take place before the Student/Faculty Board described below. The disciplinary proceeding process will be as follows:

A. Preliminary Conference – Where there is evidence that a student is in violation of a college regulation and charges have been reported, the student will be notified in writing and given an opportunity to discuss the matter with the Director of the Watertown location or his/her designee(s). During this meeting the accused student will be informed of:

1. the alleged violation(s);
2. formal process procedures;
3. his/her right to select an advisor from
 - a. the College community;
4. the right to face the complainant (unless anonymity is granted);
5. the right to challenge a member of the hearing board;
6. time, date and location in writing two
 2. (2) working days in advance of the hearing;
7. possible examples of sanctions;
8. the names of witnesses; and
9. the authority hearing the case.

B. Advisor –The accused student may consult an advisor when requested to appear before the Student/Faculty Board. An advisor may be a Mount Marty College student, faculty member or staff member. The student is expected to present the case in his/her own words at the hearing. Obtaining an advisor is the student's responsibility. The advisor may:

1. advise the accused on the preparation and presentation of the case, but cannot actively participate in the hearing;
2. accompany the accused to the Student/Faculty Board hearing;
3. and advise the accused in preparation of an appeal. Student advisors not complying with college hearing procedures may be removed from the proceedings by the chairperson of the Student/Faculty Board.

C. Student/Faculty Board Composition - The purpose of this board is to hear alleged violations of college regulations and impose sanctions, including, but not limited to, suspension and expulsion, for individuals or organizations found responsible of misconduct that is considered to be major in nature. The hearing is not a formal process such as a civil or criminal hearing. The Dean for Student Affairs or his /her designee will appoint the chairperson from within the membership of the board on a case-by-case basis. Membership shall consist of three (3) students selected from the Student Board by the Advisor (or, in the event there is no Advisor selected, by the Dean for Student Affairs), three (3) faculty members appointed by the President for a one (1) year term, and one (1) representative of the Student Affairs staff appointed by the Dean for Student Affairs. The Dean for Student Affairs or his/her designee will serve as advisor to the board and shall be an ex- officio, nonvoting member. A quorum of four board members, two faculty and two students, is required to conduct a hearing. All issues, findings, or sanctions will be determined by a majority vote of those in attendance. If necessary, the chairperson

will vote in case of a tie to obtain a quorum.

D. Challenge for Cause – The accused may challenge for cause any member of the hearing board on grounds of prejudice. This challenge with the reasons for the challenge must be submitted in writing to the Director of the Watertown location or his/her designee(s) at least one (1) working day prior to the hearing. The hearing board shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should participate in the hearing. If the challenge is upheld, the chairperson will select a replacement if someone is needed to obtain a quorum.

E. Witnesses – Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the complainant (i.e., student, staff, Director of the Watertown location, or his/her designee(s)) and accused to contact his/her witnesses, request their attendance at the hearing and notify the Director of the Watertown location or his/her designee(s) of the witnesses' names at least two working days prior to the hearing date. Witnesses may be questioned by the Board.

F. Procedures pertaining to Anonymity – Anonymity will be granted: (1) when there is concern that the physical or psychological welfare of the witness/ complainant is in jeopardy; or (2) when the witness/complainant may be subject to harassment. Upon written request of the witness/complainant the Dean for Student Affairs or his/her designee(s) will thoroughly investigate the matter and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the chairperson of the Board. The accused has the right to receive a written statement from an anonymous witness/complainant prior to the hearing. The accused student may then challenge that statement and present questions to be answered by the anonymous person in a manner to be determined by the chairperson of the Board

G. Hearing Procedures – During the hearing the person(s) bringing the charges, the accused, his/her advisor, the Director of the Watertown location or his/her designee(s) and board members shall be present. Witnesses shall be present only while presenting testimony except in interest of efficiency with the consent of the accused and the complainant. Cross examination will be allowed in order to clarify information. Hearings will be closed to the college community and public.

The board chairperson shall inform the accused of the hearing procedures. The board chairperson shall answer any questions the accused may have on these matters. The complainant (i.e. student, employee) or the Director of the Watertown location and/or his/her designee(s) will present the case to the hearing board. The accused, the complainant and witnesses may present information related to the charges. The hearing board shall make its decision based on the evidence presented at the hearing. The burden is on the party bringing the complaint to establish the violation by a preponderance of the evidence.

After hearing the evidence, the hearing board shall then deliberate in private. The advisor will be present during the deliberation. A decision of guilty or not guilty will be reached by majority vote. The hearing board will determine sanctions when appropriate. The hearing board will review the student's previous disciplinary record and take it into consideration in determining a sanction. After reaching a decision the hearing board will recall the accused to discuss the board's decision. The student shall be informed of the procedures for filing an appeal.

Sanctions shall specify a time period and shall be implemented as determined by the board.

A written record including a statement of charges, procedures, names of those present, a summary of information presented, findings and sanctions shall be made of each hearing. An audio tape recording may be made of each hearing. The accused student shall have the right, upon request, to listen to the tape in the presence of a Student Affairs staff member.

H. Post Hearing Procedure – Following the conclusion of a hearing the Student/Faculty Board Chairperson shall inform the student in writing of the sanction and his/her right to appeal. In cases of suspension or expulsion, a letter of notification will be given to the student, academic advisor, Registrar's Office and other appropriate persons.

The student file will be retained in the office of the Director or his/her designee until the student graduates or for three (3) years after leaving the college.

I. **Appeal** - A student appealing the decision of the Student/Faculty Board shall file an appeal with the President of the college within ten (10) days of the final decision of the Student/Faculty Board. The student shall file a written petition with the President presenting the reasons for the appeal and providing all supporting information to substantiate the student's appeal.

The student may appeal only on the following grounds: (1) procedural irregularities; (2) newly discovered or additional information not available at the initial hearing has been located and which could alter the outcome of the case; or (3) the sanction imposed was too severe.

The President will review the petition and may, at the President's discretion, conduct an additional hearing. The President, however, may render a decision regarding an appeal based solely on the student's written petition. If the President holds a hearing, the President will follow the formal process procedures set forth in this handbook, with the exception that the President is the decision-maker, not the Student/Faculty Board.

The President may: (1) affirm the Student/Faculty Board's decision; (2) affirm the Student/Faculty Board's decision and modify the sanction which shall be effective on the date specified by the President; (3) remand the case to the Student/Faculty Board for a rehearing if proper procedures were not followed; or (4) reverse the Student/Faculty Board's decision based on new information provided by the student.

Sanctions imposed by the Student/Faculty Board are generally effective immediately. Thus, if a student is appealing a sanction of being removed from the residence halls the student may be required to move off campus or to move to another space within campus housing pending the outcome of the appeal process. A student appealing a sanction(s) that restricts attendance and/or participation in activities, etc., may be required to not attend or participate in a specific activity, etc., pending the outcome of the appeal process. The President may, but is not required to, suspend the imposition of any sanction pending a determination of the student's appeal. The President's decision is final.

Sanctions

Students found to have violated college regulations, civil, or criminal law may be subject to sanctions, including one or more of the following and/or other educational sanctions deemed appropriate. Sanctions may include, but are not limited to the following:

- 1) Disciplinary Warning – written or verbal notice that the student is in violation of college regulations and that subsequent violations may result in more severe sanctions.
- 2) Probation – a period of observation during which the student must demonstrate ability to comply with college regulations and other requirements stipulated for the probation period. Further violations may result in suspension or expulsion.
- 3) Restitution – payment to the college, other persons or organizations for the cost of damages/injuries or the replacement cost incurred during the violation of college regulations.
- 4) Community Service – assignment of community service hours or task.
- 5) Monetary Assessment – paying of a specified fine.
- 6) Denial of Access to Activities and Facilities – restricted or denied access to a specific activity and/or building for a period of time. Students who are restricted will be considered “persona- non-grata” and are subject to further disciplinary action and may be treated as a trespasser.
- 7) Alcohol Education/Insight Class – a weekly class for all first time alcohol violators.
- 8) Substance Abuse Program(s):
 - i) Participation in and completion of an alcohol/drug education program; and/or
 - ii) Completion of a substance abuse (alcohol/drug) assessment administered by a certified Chemical Dependency Counselor;
 - iii) Satisfactory completion of all recommendations determined by a substance abuse (alcohol/drug) assessment; and participation in a recommended educational program and/or rehabilitation program. The college reserves the right to request that the certified professional who administered the substance abuse (alcohol/drug) assessment be given

authorization by the student to provide written documentation to the Director or his/her designee(s) confirming satisfactory completion of all specified sanctions.

- 9) Temporary Suspension – action requiring that a student immediately leave the campus. The suspension will remain in effect until a hearing is completed.
- 10) Suspension – the student is separated from the college for a specified period of time. This suspension cannot be less than one semester. While under suspension a student shall not participate in college sponsored activities and may be restricted from the campus and college sponsored activities.
- 11) Expulsion – permanent dismissal from the college without leave to apply for re-admittance.

Payment of Monetary Sanctions

Payment of monetary sanctions must be made at the Mount Marty College Business Office within thirty (30) days or at the conclusion of the academic term whichever comes first. Monetary sanctions will be used for programming and/or to enhance student facilities on campus.

Fulfillment of Disciplinary Sanctions

Mount Marty College reserves the right to restrict class attendance, withhold grade reports, transcripts, degrees and prohibit registration for a new term for any student not fulfilling his/her obligation for disciplinary action as decided by the judicial system.

Denial of Scholarships, Loans and Other Forms of Financial Aid

Scholarships, grants and federal aid may be rescinded for students who are involved in disciplinary action. Specific cases may be reviewed by the scholarship committee.

Bookstore

The Watertown bookstore is located at 3100 9th Avenue SW, Suite 200, and will be open every day during the first two (2) weeks for each semester until 7:00 p.m. Students may purchase textbooks with cash, check, VISA, MasterCard, Discover or American Express. Students are not allowed to charge textbooks unless fully funded by Voc Rehab, Veteran Affairs, or B.I.A. Students may return books for a refund within one week of purchase if the student has a sales receipt and the book is judged by bookstore personnel to be in acceptable condition. Book buyback sessions, allowing students to receive cash for used books, will be scheduled at the end of each semester.

Library

Mount Marty College students in Watertown have full access to the Watertown Regional Library, located at 160th Street NE, as well as the Mount Marty College Library in Yankton. Students will need a valid library card to check out materials from the Watertown Regional Library.

Library resources include reference books, magazines, journals, newspapers and online sources. Online sources include numerous databases that are accessible through the Mount Marty College Library webpage. It includes SDLN (South Dakota State Library) databases such as EBSCO (including CINAHL through the Mount Marty College Library), ProQuest and Info Trac. It also includes other databases licensed through MMC library. These databases contain millions of records on a wide variety of topics. Mount Marty College students must have a valid MMC student ID to access SDLN online resources through the MMC Library webpage. Students from any program may access full-text articles and images suitable to their research needs. Supplemental resources can be obtained through interlibrary loan.

The Mount Marty College Library has a distance librarian to assist students in accessing online resources at the Watertown location. Contact Sister Lynn Osika at lynn.osika@mtmc.edu for library assistance.

ALCOHOL POLICY

Students who are not of legal drinking age who are in the presence of or in possession of alcohol containers (full or empty beer cans, liquor bottles, etc.) are in violation of the alcohol policy. This includes the human body, which is considered an alcohol container when a student is under the influence of alcohol. Students who are in the presence of, in possession of, or consume alcoholic beverages on college property, including residence halls or at college-sponsored events, are in violation of the college's alcohol policy. Alcohol is not permitted except by prior, special arrangements that have been made with the President's Office. Alcoholic beverage containers are subject to confiscation and emptying. Alcohol may not be present at college-sponsored events when students who are under 21 years of age are present except by prior, special arrangements that have been made with the President's Office.

Students who violate Mount Marty College's alcoholic beverage policy are subject to sanction(s). The sanctions may include mandated substance abuse assessment at the student's expense, participation in an approved substance abuse treatment program at the student's expense, suspension, or expulsion for the initial violation of the College's alcoholic beverage policy.

Students who are charged or convicted of local, state and/or federal alcoholic beverage statutes may be subject to college disciplinary action in addition to penalties imposed by local, state and federal law. Students violating local, state and/or federal statutes on college property and/or at a college-sponsored event may be referred to law enforcement officials.

When a student seeks assistance from a member of the Student Affairs Staff for the abuse of alcohol, normal disciplinary procedures may be suspended provided appropriate assessment, education, rehabilitation and/or follow-up care is completed. A staff member will help the student contact a qualified professional for assistance.

The college provides alcohol education programs designed to increase awareness and knowledge of healthy lifestyle alternatives. Students experiencing difficulties with alcohol are encouraged to talk with a staff member in the Health Service, Counseling Office, or members of the college staff. Off-campus resources are available through the Director of Counseling.

CHILDREN ON CAMPUS POLICY

Responsible Office/Executive: Business Office/Vice President for Finance and Administration

Adopted: 09/27/2006

Last Revised:

Policy Statement:

The College recognizes that many students, staff and visitors have parenting responsibilities which cannot always be managed separately from their study and work responsibilities. Accordingly, the College permits children to be on campus, provided reasonable steps are taken to protect the children and the study and work environment of others at the College.

Parents may bring their children on campus in situations where there are sudden and unexpected difficulties in childcare arrangements. Normally prior approval will be gained from supervisor or faculty for the child to attend work or a lecture. The College does not expect that parents will routinely bring children to work and/or lectures as an alternative to regular, organized childcare arrangements.

The College seeks to provide an environment which is conducive to study or work and parents who bring children on campus must recognize this and take steps to ensure there is minimal disruption to others caused by their children.

Children must be supervised by a responsible adult at all times when they are on campus.

The College has health and safety obligations to staff students, and visitors. Children cannot be allowed in areas where they are significant health and safety risks identified. Therefore children's access to some areas may be restricted for safety and security reasons.

Restricted Areas:

- Laboratories and laboratory preparations areas
- Scientific and technical maintenance workshops
- Fine or performing arts workshops and studios
- Commercial kitchens and other food preparation areas
- Fitness centers
- Chemical storage areas
- Printer/Copier rooms
- Construction sites

Other areas may be identified as unsuitable for children as a result of risk assessment, and supervisors of the respective areas are required to inform staff and students of requirements or restrictions.

Parents or others with children can be directed to remove a child if the child's health or safety is at risk; the child is presenting a health or safety risk to others, the child's behavior is causing undue disruption to the work of staff or students, or the child's presence is inappropriate.

In the case of staff, the person's supervisor has the authority to direct that children be removed from the work environment.

In the case of students, the faculty involved, or in some cases the person in charge of the areas has that authority. In public areas such as the Library, any member or staff has the authority to direct that children be removed from the area.

Children may accompany supervising adults on research and teaching field trips only with prior approval. Approval should be given on a case-by-case basis in relation to each field trip. The College will accept no liability for children accompanying adults on field trips.

CONSENTING RELATIONSHIPS POLICY

Responsible Office/Executive: President

Adopted: 09/27/2013

Last Revised:

Policy Statement:

Mount Marty College is committed to maintaining an academic and work environment in which the principles of mutual respect, professional ethics, fairness, and objectivity are honored. These principles are put at risk when faculty, administrators, staff, or students engage in consenting romantic, intimate, or sexual relationships that involve individuals of unequal power (e.g., faculty and student, supervisor and supervised employee, administrator and student etc.) (a "relationship").

These types of relationships are inappropriate and strongly discouraged. The power differential inherent in these relationships may compromise the student's or supervisee's ability to consent. This power differential also carries the potential for conflict of interest, breach of trust, abuse of power, and breach of professional ethics.

Faculty and staff, particularly in relationships with students and persons under their supervision, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They

also need to be aware that a relationship may give rise to the perception on the part of others that the evaluative capacity of the faculty member or supervisor has been compromised. Additionally, given the uneven power inherent in these relationships, it will be very difficult for the person in authority to prove immunity from a subsequent charge of sexual harassment on grounds of mutual consent.

Any faculty member, supervisor, or other staff member who becomes involved in a relationship with a student or employee bears the full responsibility of avoiding any conflict -- or any perceived conflict -- of interest. A faculty or staff member may not participate in the evaluation of a student, colleague, or staff member with whom a romantic or sexual relationship exists or has ever existed. Similarly, supervisors may not directly supervise or evaluate any party with whom a romantic or sexual relationship exists or has ever existed.

It is the responsibility of the person in authority to immediately notify their supervisor or division chair of the existence of a relationship that is within the confines of this policy so that appropriate steps can be taken by Mount Marty College to address any actual or apparent conflicts of interest. The supervisor/division chair must also notify the Director of Human Resources of the situation who will in turn notify the appropriate President's Cabinet member.

Failure to report the relationship or any significant delay in reporting may be cause for disciplinary action, up to and including termination of employment. Additionally, if Mount Marty College determines that there is an actual or perceived conflict of interest, the person in authority must follow the requirements of Mount Marty College to address that conflict. Failure to follow the requirements put in place by Mount Marty, or any breach of professional ethics resulting from the relationship, will result in disciplinary action, including potential termination of employment. Mount Marty will hold any employee involved in these types of relationships accountable for unprofessional behavior and any employee who engages in such relationships assumes all associated risks which ultimately could be termination of employment.

Rationale for Policy

By selecting and utilizing the educational programs of Mount Marty College, students and their parents have demonstrated confidence in the College. In their personal dealings with students and co-workers, College employees are representatives of the College and are expected to exemplify the Catholic, Benedictine, liberal arts values of MMC. Additionally, Mount Marty College values its employees and intends to provide a work environment that is professional and ethical for all concerned. Therefore, it is incumbent upon all those who are in positions of authority, not to abuse, or seem to abuse, the power with which they are entrusted.

Scope of Policy

This policy covers all members of the College community who are not married to each other, including faculty, administrators, staff and students. This policy is not meant to replace or supersede the nepotism policy of the College.

Approval Date

Recommended: President's Council 9-23-13

Approved: Board of Trustees 9-27-13

Procedures

It is the responsibility of the individual supervisors to communicate this policy to their employees. In addition, supervisors may need to counsel individual employees whose behavior points to a lack of awareness of this policy.

Step 1: The person in authority in the consenting relationship must notify their supervisor or division chair immediately.

Step 2: The supervisor/division chair must notify Human Resources in writing with the necessary information to include: Name of both parties, positions/title/status of both parties (ex: faculty, staff, student**), date supervisor was notified, and any additional information known (e.g. duration of relationship).

Step 3: Human Resources will notify the appropriate President Cabinet member.

Step 4: A management plan is developed with Human Resources and the supervisor. Plan will be signed by both Human Resources and the involved parties. Human Resources will meet individually with the involved parties to go over the plan and have them sign off. They will also sign the form agreeing that it is a consenting relationship.

** If a student is involved, the Vice President for Student Affairs will be involved.

Policy Review and Revisions

Mount Marty College reserves the right to modify, amend or terminate this policy at any time. This policy will be reviewed annually by the President's Cabinet.

DANGEROUS WEAPONS POLICY

Responsible Office/Executive: Facilities/Chief Operations Officer

Adopted: [FACULTY/STAFF HANDBOOKS]

Last Revised:

Policy Statement:

The possession of firearms of all descriptions including air powered weapons, firecrackers and any other exploding devices, and any instruments that can be construed as dangerous weapons are not permitted on the College premises. The possession or use of such weapons on College premises shall be considered sufficient cause for immediate suspension pending an investigation.

DRUG FREE CAMPUS

Policy Statement:

Mount Marty College is committed to preventing the use of illegal substances by students, faculty, and staff and to encouraging responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education, and treatment.

Mount Marty College administration distributes to each employee a copy of the College Drug Free Campus Policy. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol, a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, and a description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees.

Mount Marty College provides awareness programs that focus on the dangers of and health risks associated with the use of illicit drugs and the abuse of alcohol.

Mount Marty College prohibits the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances and alcohol. Employees or students who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the College.

Any employee or student charged of violating a local, state, or federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol shall notify his/her supervisor in writing, no later than five calendar days after he/she was charged. Failure to comply with this notification requirement may result in immediate termination or dismissal.

No later than 30 calendar days after receiving notification of such charge from an employee or student of the College the supervisor shall:

- A. Take action against the employee or student to include any range of authorized disciplinary actions up to termination/dismissal; and/or
- B. Require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the College; and/or
- C. Notify the agency in which the employee or student is authorized to work on a grant provided by the Federal Government at the time of the incident, within 10 calendar days after receipt of notification from the employee or student; and/or
- D. Acknowledge notification without further action.

Mount Marty College will review this policy and the relevant education assessment and treatment programs annually to determine their effectiveness and to ensure that sanctions are consistently enforced. The College reserves the right to implement changes at any time upon approval of the President.

EMAIL AS OFFICIAL COMMUNICATION POLICY

Responsible Office/Executive: Business Office/Vice President for Finance and Administration

Adopted: 06/01/2016

Last Revised:

Policy Statement:

Email is a mechanism for official communications within Mount Marty College. The college expects that such communications will be received and read in a timely fashion. Official email communications are intended to meet the academic and administrative needs of the campus community.

To meet the academic and administrative needs of the college, MMC has established email as the official and primary means of communication to all of its admitted students.

Definitions:

Official Notification: Any timely notification that will positively or negatively impact a student (e.g., academic standing, financial aid status, academic program, attendance, conduct, safety, or status within the college community, knowledge of information mandated by federal, state, or local laws).

Procedures:

Assignment of Student Email Accounts

Official Mount Marty College email accounts are available for all students that have applied, been admitted, or have enrolled. Official email addresses are directory information. As with other directory information, any student may request his or her official email address be restricted in its access.

Redirecting of Email

If a student wishes to have email redirected from their official Mount Marty College email address to another email address, they may do so at their own risk. Having email redirected does not absolve a

student from the responsibilities associated with official communications sent to his or her official college email address.

Expectations about Student Use of Email

Students are expected to check their email and maintain their email accounts on a frequent and consistent basis in order to receive all college-related communications, some of which may be time sensitive. College-related communications may come from Mount Marty College administration, faculty, staff, or from partners of Mount Marty College.

Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply all” command during email correspondence.

Educational Use of Email

Faculty will determine how electronic forms of communications (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This policy will ensure all students will be able to comply with the email-based course requirements specified by faculty. Faculty can therefore assume students official college email accounts are being accessed, and faculty can use email for their class communication needs accordingly.

SEXUAL HARASSMENT AND DISCRIMINATION

Responsible Office/Executive: Business Office/Vice President for Finance and Administration

Adopted: [FACULTY/STAFF HANDBOOKS]

Last Revised:

Policy Statement:

Mount Marty College's ability to achieve its mission is dependent on the cooperative efforts of its employees. For cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect, is essential. It is imperative that members of this community be able to pursue their endeavors on behalf of the College in reliance on those common attributes. That atmosphere is damaged whenever the expectation of trust and common interest is abused in pursuit of personal interests that are not in concert with the interests of the College or the best interest of the co-worker.

Sexual harassment and all discrimination constitute conduct which violates these common expectations. Additionally, such conduct is unprofessional, illegal and unethical. The College prohibits such conduct by any employee or by any person, organization or entity which partakes of the benefits or privileges of this institution.

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other contact of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of services, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive working or learning environment.

Individuals who believe they have been the subject of sexual harassment or any other discrimination may obtain redress through the special grievance procedure. Complaints about sexual harassment or any other discriminatory conduct will be responded to promptly. Confidentiality will be provided to the extent possible. The College will not retaliate against anyone who alleges harassment or discrimination of any kind, nor will the College retaliate against anyone who files a complaint under the grievance procedures or otherwise.

Any person who, or entity which engages in, sexual harassment will be subject to discipline or termination in accordance with the policies and procedures of this institution.

Supervisory employees shall, as a condition of their employment, enforce this policy statement by seeking to eliminate sexual harassment in the work environment under their jurisdiction, by reporting incidents of sexual harassment to the Equal Employment Opportunity (EEO) Officer and by annually informing supervised employees about this policy statement and their obligations hereunder. The Vice President for Finance and Administration is the College's designated EEO Officer.

Employees shall not engage in acts of sexual harassment directed toward other employees, students, or other individuals associated with the College. Employees have the right to be free from sexual harassment and all discrimination during the course and scope of their employment or engagement in activities at the College.

Employees are encouraged to remind other employees of the policy of the College prohibiting sexual harassment and shall report incidents of sexual harassment to their supervisor and/or the EEO Officer.

Students shall, as a condition of their enrollment at or participation in activities of the College, abide by this policy statement and prohibitions against sexual misconduct contained in the Student Conduct Code. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at the College. Students are encouraged to report incidents of sexual harassment to the Vice President and Dean for Student Affairs or EEO Officer.

Clubs, associations, and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges granted by the College shall abide by this policy in the conduct of their College-related programs and activities.

STUDENT TRAVEL POLICY

Responsible Office/Executive: Student Affairs/Vice President and Dean for Student Affairs

Adopted: 06/01/2016

Last Revised:

Policy Statement:

Mount Marty College seeks to promote safe travel to college sponsored events and activities occurring outside of the contiguous United States, excluding study abroad, by individual students and recognized student organizations or athletic teams. As such, this policy applies to student and recognized student organization or athletic team travel both in cases where the travel is sponsored by Mount Marty College and in cases where the travel is independent of college sponsorship but where an individual student or recognized student organization or athletic team travels on behalf of, or with the financial support of Mount Marty College. Examples of activities and events that fall under this policy include, but are not limited to: Mount Marty College sponsored field trips; varsity, junior varsity, and club athletic events; activities of recognized student organizations; community service travel; and in situations where a student or recognized student organization or athletic team officially represents the college, e.g., leadership academies, conferences, and other programs.

This policy does not apply to travel within the contiguous United States. This policy does not apply to travel undertaken by individual students attending athletic/recreational events as a non-participant, engaging in student teaching, internships, practicums, or observations or research.

Definitions:

A recognized student organization is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Mount Marty College and has been approved for recognition by the Office of Student Affairs.

A college sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the college's faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the college, and is approved by an appropriate administrator and/or an event or activity that the college actively manages, is involved with, or oversees financially, physically, or administratively.

An appropriate administrator is a Vice President, Department Chair, or Director of an administrative unit, or his or her authorized designee.

Procedures:

Student travel must be consistent with the college's mission. Travel must be planned so as not to create an undue interference with academic responsibilities.

For student travel outside of the contiguous United States, an individual student or recognized student organization or athletic team must receive prior approval from the Executive Team or the President. Furthermore, approval must be in advance of any promotion, marketing, or recruiting for the activity or event.

To request approval for travel to an event or activity outside of the contiguous United States, the *Request for Student Travel* form must be completed and submitted to the President's Office.

TOBACCO-FREE ENVIRONMENT POLICY

Responsible Office: Business Office

Approved/Last Revised Date: 01/01/2008

Policy Statement:

In order to protect the health, safety, and comfort of college students, employees and visitors, it is the policy of Mount Marty College to prohibit smoking or use of smokeless tobacco products in facilities and on grounds owned and occupied or leased and occupied by the College. No sale or give away or other promotion of tobacco products is allowed on campus. Mount Marty College and/or any recognized student organization will not allow distribution of materials with tobacco products and or company images. In addition, MMC supports educational programs to provide smoking cessation and prevention to our students, employees and other academic appointees. This policy supersedes all other tobacco/smoking policies at MMC.

TOBACCO FREE AREAS

1. All buildings owned, occupied, and/or leased by Mount Marty College
2. All college-owned or leased vehicles.
3. All events held in non-MMC venues are governed by the tobacco policy of that facility/venue.

The MMC Tobacco-Free Environment Policy shall be included in the: student, staff and faculty handbooks, new employee and student orientation programs, in admissions applications materials; and other campus documents where appropriate. MMC will provide information about tobacco cessation and prevention. Discipline will follow standard college code of conduct procedures.

Sanctions will include but are not limited to verbal and/or written warnings, fines and community service. Student violations will be handled by the Vice President for Student Affairs. Faculty and Staff violations will be handled by the appropriate Vice President.

IT POLICIES AND PROCEDURES

ACCEPTABLE USE POLICY

Responsible Office/Executive: Information Technology/Chief Information Officer

Adopted: 06/01/2016

Last Revised:

Policy Statement:

A trusted and effective information technology environment (“IT environment”) is vital to the mission of Mount Marty College. To that end, the college provides an IT environment which includes an array of institutional electronic business systems, computing services, networks, databases, and other resources. These resources are intended to support the scholarship and work activities of members of the college’s academic community and their external collaborators, to support the operations of the College, and to provide access to services of the college and other publicly available information.

Access to and usage of MTMC IT resources entails certain expectations and responsibilities for both users and managers of the IT environment. These are stated below.

I. Applicability

1.1. This Policy applies to all individuals using MTMC IT resources (“Users”), regardless of affiliation and irrespective of whether these resources are accessed from MTMC’s campus or from remote locations.

1.2. Within MTMC’s IT environment, additional rules may apply to specific computers, computer systems or facilities, software applications, databases and data sources, data types, or networks, and to the uses thereof, or to local workplaces, or to specific types of activities (collectively, “local rules”). Local rules must be consistent with this Policy, but also may impose additional or more specific requirements or responsibilities on Users.

1.3. Users will be notified of, or given ready access to (e.g., on a website), this Policy and local rules that govern use of MTMC IT resources.

II. Purposes & Appropriate Uses

2.1. MTMC IT resources are provided for college-related purposes, including support for the college’s teaching, research, and public service missions, its administrative functions, and student and campus life activities.

2.2. Users are granted access to MTMC IT resources for the purposes described in this Policy. Use should be limited to those purposes, subject to Section 2.3.

2.3. Incidental Personal Use

2.3.1. Users may make incidental personal use of MTMC IT resources, provided that such use is subject to and consistent with this Policy, including Article 3 of this Policy. In addition, incidental personal use of MTMC IT resources by an MTMC employee may not interfere with the fulfillment of that employee’s job responsibilities or disrupt the work environment. Incidental personal use that inaccurately creates the appearance that the college is endorsing, supporting, or affiliated with any organization, product, service, statement, or position is prohibited.

2.3.2. Users who make incidental personal use of MTMC IT resources do so at their own risk. The college cannot guarantee the security or continued operation of any MTMC IT resource.

III. User Responsibilities

3.1. Users are responsible for informing themselves of any college policies, regulations, or other documents that govern the use of MTMC IT resources prior to initiating the use of MTMC IT resources.

3.2. Use of Resources Accessed through MTMC IT Resources

3.2.1. When using MTMC IT resources or resources owned by third parties that are accessed using MTMC IT resources, Users must comply with all applicable federal and state laws, all applicable college rules, ordinances, and policies, and the terms of any contract or license which governs the use of the third-party resource and by which the User or the college is bound.

3.2.2. In amplification and not in limitation of the foregoing, Users must not utilize MTMC IT resources to violate copyright, patent, trademark, or other intellectual property rights.

3.3. Users may not engage in unauthorized use of MTMC IT resources, regardless of whether the resource used is securely protected against unauthorized use.

3.4. Privacy of Other Users

3.4.1. Users are expected to respect the privacy of other Users, even if the devices and systems by which other Users access MTMC’s IT resources, the content other Users place on MTMC IT resources, or the

identities and privileges (rights to access and use certain systems and/or data), of other Users are not securely protected.

3.4.2. Unauthorized use by a User of another User's personal identity or access (log-in) credentials is prohibited.

3.5. MTMC IT resources have a finite capacity. Users should limit their use of MTMC IT resources accordingly and must abide by any limits MTMC places on the use of its IT resources or on the use of any specific IT resource. In particular, no User may use any IT resource in a manner which interferes unreasonably with the activities of the College or of other Users.

3.6. MTMC IT resources may not be used to fund raise, advertise, or solicit unless that use is approved in advance by the College.

3.7. Partisan Political Activities

3.7.1. MTMC IT resources may not be used to engage in partisan political activities on behalf of, or in opposition to, a candidate for public office.

3.7.2. MTMC IT resources may not be used to promote or oppose the qualification, passage, or defeat of a ballot question that does not affect the College's interests. MTMC IT resources may not be used to promote or oppose the qualification, passage, or defeat of a ballot question that affects the College's interests unless that use is approved in advance by the President.

3.7.3. These prohibitions do not apply to private devices that are attached to the College's network, provided that MTMC IT resources are not used in a way that suggests the College endorses or supports the activity originating on the private device.

3.8. MTMC IT resources may not be used to operate a business or for commercial purposes unless that use is approved in advance by the College.

3.9. MTMC IT resources may not be used to support the operations or activities of organizations that are not affiliated with the College unless that use is approved in advance by the College.

3.10. Pornography and Sexually Explicit Content

3.10.1. Unless such use is for a scholarly or medical purpose or pursuant to a formal college investigation, Users may not utilize MTMC IT resources to store, display, or disseminate pornographic or other sexually explicit content. This prohibition does not apply to private devices that are attached to the college's network.

3.10.2. Child pornography is illegal. The use of MTMC IT resources to store, display, or disseminate child pornography is absolutely prohibited. Any such use must be reported immediately to the Yankton Police Department.

3.11. In operating its IT environment, the college expects Users to engage in "safe computing" practices, such as establishing appropriate access restrictions for their accounts, setting strong passwords and guarding those passwords, keeping their personal operating systems and software applications up-to-date and patched, and employing security measures on their personal devices.

IV. Enforcement

4.1. Use of MTMC IT resources is a privilege and not a right. A User's access to MTMC IT resources may be limited, suspended, or terminated if that User violates this Policy. Alleged violations of this Policy will be addressed by the CIO or his/her designee.

4.2. Users who violate this Policy, other college policies, or external laws may also be subject to disciplinary action and/or other penalties. Disciplinary action for violation of this Policy is handled through the College's normal student and employee disciplinary procedures.

4.3. In addition to its own administrative review of possible violations of this Policy and other college policies, the college may be obligated to report certain uses of MTMC IT resources to law enforcement agencies. See, e.g., Section 3.10.2.

4.4. If the CIO determines that a User has violated this Policy and limits, suspends, or terminates the User's access to any MTMC IT resource as a result, the User may appeal that decision using the standard complaints process.

4.5. The CIO may temporarily suspend or deny a User's access to MTMC IT resources when he/she determines that such action is necessary to protect such resources, the College, or other Users from harm.

In such cases, the CIO will promptly inform other College administrative offices, as appropriate, of that action.

V. Security & Operations

5.1. The college may, without further notice to Users, take any action it deems necessary to protect the interests of the college and to maintain the stability, security, and operational effectiveness of its IT resources. Such actions may be taken at the institutional or local level, and may include, but are not limited to, scanning, sanitizing, or monitoring of stored data, network traffic, usage patterns, and other uses of its information technology, and blockade of unauthorized access to, and unauthorized uses of, its networks, systems, and data.

VI. Privacy

6.1. General Provisions

6.1.1. Responsible authorities at all levels of the MTMC IT environment will perform management tasks in a manner that is respectful of individual privacy and promotes User trust.

6.1.2. Monitoring and Routine System Maintenance

6.1.2.1. While the college does not routinely monitor individual usage of its IT resources, the normal operation and maintenance of those resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities. The College may access IT resources as necessary for system maintenance, including security measures.

6.1.2.2. The college's routine operation of its IT resources may result in the creation of log files and other records about usage. This information is necessary to analyze trends, balance traffic, and perform other essential administrative tasks. The creation and analysis of this information may occur at central institutional and local levels.

6.1.2.3. The college may, without further notice, use security tools and network and systems monitoring hardware and software.

6.1.3. The college may be compelled to disclose Users' electronic records in response to various legal requirements, including subpoenas, court orders, search warrants and discovery requests in litigation.

6.1.4. The college reserves the right to monitor and inspect Users' records, accounts, and devices as needed to fulfill its legal obligations and to operate and administer any MTMC IT resource.

6.1.5. The college may disclose the results of any general or individual monitoring or inspection of any User's record, account, or device to appropriate College authorities and law enforcement agencies. The college may also use these results in its disciplinary proceedings.

6.2. Provisions Regarding Inspections and Disclosure of Personal Information

6.2.1 In order to protect User privacy, the CIO must review and approve *any* request for access by a person to an individual User's personal communications or electronically stored information within MTMC IT resources.

6.2.2. The college, acting through the CIO, may access or permit access to the contents of communications or electronically stored information:

6.2.2.1. When so required by law. If necessary to comply with the applicable legal requirement, such disclosures may occur without notice to the User and/or without the User's consent.

6.2.2.2. In connection with an investigation by the college or an external legal authority into any violation of law or of any College policy, rule, or ordinance. When the investigational process requires the preservation of the contents of a User's electronic records to prevent their destruction, the CIO and Director of Information Technology may authorize such an action.

6.2.2.3. If it determines that access to information in an employee's electronic account or file is essential to the operational effectiveness of a College unit or program and the employee is unavailable or refuses to provide access to the information.

6.2.2.4. If it receives an appropriately prepared and presented written request for access to information from an immediate family member or the lawful representative of a deceased or incapacitated User.

6.2.2.5. If it must use or disclose personally identifiable information about Users without their consent to protect the health and well-being of students, employees, or other persons in emergency situations, or to preserve property from imminent loss or damage, or to prosecute or defend its legal actions and rights.

PASSWORD POLICY

Responsible Office/Executive: Information Technology/Chief Information Officer

Adopted: 06/01/2016

Last Revised:

Policy Statement:

Passwords are a critical aspect of computer security forming the front line of protection for user accounts. A poorly chosen password can result in the compromise of Mount Marty College's entire network. As such, all College students and employees (including contractors and vendors with access to College systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

I. Applicability

1.1. This Policy applies to all individuals using MTMC IT resources ("Users"), regardless of affiliation and irrespective of whether these resources are accessed from MTMC's campus or from remote locations.

1.2. Within MTMC's IT environment, additional rules may apply to specific computers, computer systems or facilities, software applications, databases and data sources, data types, or networks, and to the uses thereof, or to local workplaces, or to specific types of activities (collectively, "local rules"). Local rules must be consistent with this Policy, but also may impose additional or more specific requirements or responsibilities on Users.

1.3. Users will be notified of, or given ready access to (e.g., on a website), this Policy and local rules that govern use of MTMC IT resources.

II. General

2.1. Your login ID and password authenticate you as an authorized user of the MTMC computing environment. A strong password is key to the College's overall systems security. You must protect your files and College resources by choosing a good password and protecting it.

2.2. Users are responsible for all actions taken with their network account. Under no circumstances should a user divulge their password to another person. The Information Technology Support and Services Department (ITSS) will never request your password using either email or other methods including web links. Any attempt to do so should be reported to ITSS immediately.

2.3. Incidental Personal Use

2.3.1. Hackers gain access to systems by "cracking" accounts. They typically accomplish this through the use of automated processes. Using a dictionary word or your user ID as a password puts you and the College's systems at higher risk of attack.

2.3.2. It is strongly recommended that you change your password at least once per year. Staff are required by the system to change their password every 90 days. Passwords can be changed in either of two ways:

- Click on "My Profile" while hovering on your picture on the LancerLink home page.
- Press ctrl-alt-del on a College managed workstation.

III. Password Requirements

3.1. Passwords must contain be at least 7 characters longs (The longer the better).

3.2. Passwords must contain three of the following four character types:

- Upper Case
- Lower Case
- Base 10 Digits (0 through 9)
- Special Character: ! # * \$ = ^ _ * -

3.3. Passwords must be different than your last two passwords.

3.4. Passwords cannot contain your user ID.

IV. How to Choose and Maintain a Strong Password

4.1. Use a password that is different from any of your other accounts like social media or online banking. Re-using passwords is risky. If someone figures out your password for one account, that person could potentially gain access to your other accounts.

4.2. Using numbers, symbols and mix of upper and lower case letters in your password makes it harder for someone to guess your password. For example, an eight-character password with numbers, symbols and mixed-case letters is harder to guess because it has 30,000 times as many possible combinations than an eight-character password with only lower case letters.

4.3. Create a unique password that's unrelated to your personal information and uses a combination of letters, numbers, and symbols. For example, you can select a random word or phrase and insert letters and numbers into the beginning, middle, and end to make it extra difficult to guess (such as "sPo0kyh@ll0w3En"). Don't use simple words or phrases like "password" or "letmein," keyboard patterns such as "qwerty" or "qazwsx," or sequential patterns such as "abcd1234" which make your password easier to guess.

V. User ID Creation

5.1. All Mount Marty College accepted applicants, faculty and staff as assigned a user ID that uniquely identifies them to access administrative systems, network services, learning management systems, email and other applications and services.

VI. User ID Deactivation

6.1. Students who graduate from the College are allowed to continue to use their ID's for at last one year after their graduation date.

6.2. Students who withdraw from the College are de-activated immediately upon notification.

6.3. Employee and faculty accounts are disabled on resignation, dismissal or an official leave.

This process is coordinated by the Human Resources department.

IT SUPPORT POLICY

Responsible Office/Executive: Information Technology/Chief Information Officer

Adopted: 06/01/2016

Last Revised:

Policy Statement:

Mount Marty College is committed to ensuring that students have access to technology resources required to support our mission of education, scholarship and service. The following guidelines and requirements are meant to ensure those resources are secure, easy to use and available when you need them.

Personal Laptops/Desktops Guidelines

Most students prefer to bring their own computing device. We support wireless network access and printing on most devices with modern, up to date, operating systems. The specifications below are known to work with our vendors. We are here to help with any of your technology needs but support for any personal devices or operating systems is on a best effort basis.

- A system (laptop recommended) running Windows 7 (Professional version recommended), MAC OS 10.6 or later or Chrome OS.
- A computer that has at least a 2.4 GHz processor
- A minimum of 4 GB of RAM
- 256 GB hard drive or larger
- DVD Drive
- Wireless capable
- An Ethernet port is recommended
- Some classes may require a webcam for online sessions
- A manufacturer's warranty is highly recommended

The Mount Marty help desk is unable to provide hardware support for devices that are not owned by the college. If it is determined that your issue is hardware related, you will be referred to your hardware manufacturer or local IT resources to resolve the issue.

Mobile Devices

The Mount Marty College network provides connectivity, campus email and printing support for mobile devices running the latest versions of IOS, Android and Windows Mobile operating systems. Mount Marty help desk staff are knowledgeable about most devices but any device not owned by the College is supported on a best effort basis.

Wireless Access

Mount Marty College provides state of the art wireless services in all buildings at our main campus as well as the Sioux Falls and Watertown locations. The primary purpose of the wireless network is to support our mission but is also available for appropriate personal use as allowed in our acceptable use policy.

Game Consoles Game consoles may be used in dorm rooms using the available physical Ethernet port in each room. Most consoles and games work on the network but the help desk does not provide any support for these systems.

Other Network Devices

The connection of network devices not expressly allowed in this policy is prohibited. Devices such as wireless access points, switches, hubs, etc. threaten the security and reliability of the network. The use of these devices may result in the suspension of network privileges.

SOFTWARE PROVIDED AND SUPPORTED BY MOUNT MARTY COLLEGE Specific software packages are used in some academic programs and departments across campus. While other packages can provide the same functions, there are significant convenience advantages to using one of the standard packages. Most instructors will be expecting assignments to be completed in standard formats. Mount Marty College has a published list of standards for software below. Recommendations for software used by students are the same as those recommended for college-owned computers and include:

- Office 365 Online or the Office 2013 (or later) suite of applications
- Web Browser - Microsoft Internet Explorer, Firefox, Chrome
- E-mail - Microsoft Outlook Web, Microsoft Exchange Active Sync and Microsoft Outlook Client
- Printing - Software Drivers, Web and Follow Me Printing
- IBM SPSS (see your instructor for eligibility)

Antivirus Software Antivirus software is a critical security component and is a requirement for any laptop or desktop attached to the College network via wireless or wired connection. There are many free and paid versions of antivirus software available. Campus owned computers utilize Sophos Antivirus and the Help Desk can provide best effort support with Sophos when used on personally owned devices.

Sophos can be downloaded for free for up to 10 devices from the following link:

<https://www.sophos.com/en-us/lp/sophos-home.aspx>

Firewall

The Mount Marty network is protected by a state of the art, next generation firewall. It is highly recommended that you also enable the built in firewall on your device or install a 3rd party application that provides firewall services.

Backup

There are numerous backup devices available including online storage and physical external USB drives. Several services offer "cloud" backups, such as Dropbox, OneDrive or iCloud. Students are responsible for maintaining and updating an adequate backup copy of their work product to allow them to continue working in the case of a computer loss or malfunction.

A smaller thumb drive is useful for transporting files around campus but can be easily lost or damaged and is not recommended as the students' primary backup (either a portable hard-drive kept in their room or cloud backup services are advised).

Prior to bringing your laptop to the Mount Marty help desk for service, please backup all important files. The help desk is not responsible for lost or damaged files that result from any assistance, recommendations or service provided.

Computer Labs

Yankton Campus

Whitby Men's Residence Hall (4 workstations 24x7)

Corby Women's Residence Hall (4 workstations 24x7)

Scholastica Learning Center Library SLRC-101 (8 workstations; see posted schedule for availability)

Avera Science and Nursing Complex LIBR-103 (4 workstations; see posted schedule for availability)

Watertown Location

WRAI-139 (5 workstations are provided in computer labs; see posted schedule for availability)

Network Abuse

The campus network is monitored for any threats against its stated mission. Access may be suspended for users violating the acceptable use policy, exhibiting malicious behavior such as hacking or virus activities or any other actions that threaten the security and reliability of the network. This may happen without notice and will remain in effect until the issues are resolved.

MOUNT MARTY NETWORK ACCESS

Students must retrieve account information to include username and password to access technology services at Mount Marty College.

Access the Mount Marty website at www.mtmc.edu and click on LancerLink on the top left corner of the page. Once you arrive at the LancerLink page, you should see the following in the middle of the page:

Get Connected Now!

1. Click on Get Connected Now Link.
2. Fill in the requested information.
3. You will receive a code at the alternate email you have provided.
4. Enter code provided in the email. Click Submit
5. Your username and password will be provided to you.

* Your name, birth date, and social security number must match what we have in our computer system. If you experience trouble accessing your account information, please contact the Admissions Office at 1-800-658-4552 ext. 1545 to verify your information.

Once you have received your credentials and successfully logged into LancerLink you can begin using resources at Mount Marty.

In the technology resource page you'll find step by step guides for printing, wireless network access and email setup. You will also find links to WebAdvisor and Brightspace (D2L).

Brightspace is our cloud based learning management system. It was previously known as D2L and is still referenced by that name sometimes on campus. You can access Brightspace through the link in the Learning section or the button at the top of the page of LancerLink. You will access D2L through your academic career to obtain the following information:

- Grades for assignments, quizzes and exams
- Submit assignments
- Access course documents, handouts, presentations and syllabi.
- Post messages and participate in discussion formulas and chats

WebAdvisor is our student information system. Many of the links you see in LancerLink take you to different areas of WebAdvisor. Some of the things you'll use WebAdvisor for are:

- Search for courses
- View grades
- View GPA
- View your transcript
- View biographical and account information
- Find financial aid information
- View your class schedule.

Questions or Problems?

Contact the IT Helpdesk on the Yankton Campus

Phone: 605/668.1561

E-Mail: helpdesk@mtmc.edu

Location: Bede Hall 116, Yankton

Hours: Monday – Friday, 8 a.m. to 5 p.m.